

# ZIP ALERT

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## Software Matching Problems

The Address Management office of Mid-Florida is experiencing difficulty with mailers using the incorrect city name with ZIP Code 32762. Apparently, mail addressed to PO Boxes in Oviedo FL 32762, is being changed on some mailers' lists to Okahumpka FL 32762. In particular, a customer using PO Box 620478, Oviedo FL 32762-0478, is receiving mail changed to PO Box 620478, Okahumpka FL 32762-0478.

The problem is the result of implementation of a 3-digit area change for many Address Management offices within the Central Florida 327 area in 1989. At that time, the Okahumpka office was changed from 32762 to 34762. In August 1995, assignment of ZIP Code 32762 to the Oviedo Post Office for post office boxes was approved.

ZIP Code 32762 is now effective and in use. Notice of the ZIP Code becoming active was given in the July 1995 edition of *ZIP Alert*.



## City/State File

The most widely-used Address Management System (AMS) electronic data products is the City/State File. The file contains approximately 80,000 records representing approximately 43,000 ZIP Codes and is available to those who subscribe to any AMS street-level products, including ZIP+4, Carrier Route Information Systems, and Five-Digit ZIP. In addition, the City/State File is also available as a separate product.

The City/State File consists of three record types: the Alias record, the Zone Split record, and the Detail record. The Alias record contains alternate names for streets maintained at the 5-digit ZIP Code level. The Zone Split record identifies a carrier that has changed ZIP Codes or select deliveries that were moved to a different route number within the same ZIP Code. The Detail record lists all city names associated with each ZIP Code.

In addition to the ZIP Code and city-name information, the City/State File contains the following information on each ZIP Code:

**ZIP Classification Code** – The type of ZIP area a 5-digit ZIP Code serves. ZIP classes include unique, military, PO Box or other

**City/State Name Abbreviation**— a standardized thirteen-character designation for a City/State Name. The code is only used for names greater than thirteen characters. In addition, if the City/State Name Facility Code is N, this field is blank.

**City/State Name Facility Code** – Type of postal facility with which the city name is associated.

**City/State Mailing Name Indicator** – Field that specifies whether the city/state name can be used as the last-line of an address on a mailpiece.

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### *Attention*

RIBBS is available on the internet at  
**<http://www.ribbs.gov>**

If the city name is approved, the mailing name indicator is Y.

**Preferred Last Line/City State Name** – Field used if the city name provided is not an approved mailing name.

**City Delivery Indicator** – Field that indicates whether the ZIP Code has city delivery.

**Carrier-Route Rate Mail Indicator** – Indicator that specifies whether a discount is provided for letter-size carrier-route sorted mail for the ZIP Code.

**Unique Name Indicator** – Field that specifies whether the city name record contains the organization name of the firm or other entity to which the ZIP Code is assigned.

**Finance Number** – A 6-digit number assigned to the post office with administrative responsibility for the ZIP Code.

**State Abbreviation** – The 2-letter designation of the state to which the ZIP Code is assigned.

**County Number** – The 3-digit number assigned to the county or parish served by the ZIP Code. If the ZIP Code serves more than one county, the number represents the county with the greater number of deliveries.

**County Name** – The name of the county or parish associated with the FIPS Code.

## Using the City/State File

The City/State File can be used alone or with other AMS products to help users validate or correct the ZIP Code and city name of an address. However, the ZIP Code is usually the element missing if an address is incorrect.

To determine the correct ZIP Code using the City/State File, user software should search the file for a match to the city name with the state. If a single match is found, the ZIP Code can be applied to the address. If more than one match is found, other files must be used to determine the correct ZIP Code.

If the input address is 4016 CHURCH RD, MILLERS MD, the City/State File will indicate that there is only one ZIP Code listed for Millers, MD: 21107.

A user who wants to obtain a 5-digit ZIP Code could confidently apply 21107 to the address.

If the input address is 11401 CAROLINA RD, CLEVELAND OH, the City/State File reveals that there are multiple ZIP Codes associated with that name. Therefore, the user must access one of the AMS products that provides street-level information to determine the correct ZIP Code. The Five-Digit product provides ZIP Codes for specific street within “multi-ZIP Coded” cities (those having more than one delivery ZIP Code).

Some City/State subscribers who use the product as a stand-alone may, depending upon how they use the data, actually corrupt addresses. For example, if the file is used only to apply city names to customer ZIP Codes, an incorrect or invalid name may be applied to an address. If the file is stripped of all records except the USPS preferred last-line name records, many other valid names are deleted. For instance, customers living in Edina MN 55436 – a valid mailing name in that ZIP Code – will have their city name changed to Minneapolis MN 55436. In addition, stand-alone use of the City/State product also depends upon accurate presentation of the ZIP Code. If the ZIP Code is miskeyed or otherwise incorrect, it is impossible to validate the input, and there is little chance that the mailpiece will be delivered.

Proper use of the City/State File requires presentation of the city name, state abbreviation, and ZIP Code. If the ZIP Code is not available and the city name matches to more than one ZIP Code within the state, street-level products must be used to resolve the ZIP Code. If the ZIP Code is available, the City/State File may be used to ensure that the customer’s city name is listed under a particular ZIP Code. If the name is listed, check the Mailing Name Indicator: if the indicator lists Y for the matched city name, return it on the output address; if it is N for the matched city name, change the input city name to the USPS preferred last line name provided in that record.

**Note:** Each record in the street-level products is assigned a City/State key that identifies a mailing name record in the City/State File. If a street-level product is used and the input city name indicator is set to N in the City/State File, the output city name should be that identified by the street-level City/State key.

The Carrier Route Rate Mail Indicator is a new feature in the City/State File that specifies whether a discount is provided for letter-sized carrier route sorted mail for the presented ZIP Code.

The indicator relates to only two types of carrier route presort discounts: First Class, Automated Letters and Cards, and Standard Mail, Enhanced Carrier Route Automated Letters (delivery point barcode required for both types of mail). For both discounts, the Carrier Route Rate Mail Indicator must be set to Y for the ZIP Code.

For more information on the City/State File, contact the National Customer Support Center at (800) 238-3150.



## Domestic Mail Reporting Use of CDS Product Information

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Computerized Delivery Sequence (CDS) products are fulfilled on a quarterly basis unless the US Postal Service provides an update in the interim. Mailers should treat these products as they would any other Address Information System (AIS) product, including the same use dates (*Domestic Mail Manual* (DMM) 50, A950.3). For example, mailers may use the January 15 product release on mailings presented to the USPS until June 30.

Under Classification Reform, CDS-qualified mailers (those who own the product or use address label materials produced by others) need to ensure that the date of the CDS product used (which appears on the CDS Product Invoice as the cycle date or on the CDS confirmation form) appears on Form 3553, *Coding Accuracy Support System (CASS) Summary Report*, in block B3 (date of ZIP+4 database). CDS mailers have to supplement this documentation with information on the date the labels were actually created by the CDS product.

Mailers should report the date the labels were created on Form 3553 in block B2 (Date List Processed).

When creating labels or address lists using the CDS product, the Form 3553 may be either (1) facsimile created by the National Customer Support Center (NCSC), with the date shown by the NCSC in block B2 deleted and the date the labels were created inserted, or a new facsimile Form 3553 or a completed USPS Form 3553 showing the correct dates as described above in blocks B2 (date labels were created) and B3 (date of ZIP+4/CDS database).

With the October CDS product release, the US Postal Service will begin producing AIS products, including CDS, on a bimonthly basis. The length of time that mailers may use the product to produce mailings and mailing labels will then coincide with the exhibit in DMM A950.3. Mailings must be presented to the USPS within 90 days of the date the labels were created.

Using addresses produced from the CDS product within the required timeframes qualifies mailings for both automation rates and any carrier route rates.



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# ZIP Code Boundary Realignment

The following ZIP Codes have lost and gained deliveries due to an adjustment of ZIP Code boundaries.

FROM ZIP	TO ZIP	DELIVERIES CHANGED	EFFECTIVE YEAR	DATE MO	FROM ZIP	TO ZIP	DELIVERIES CHANGED	EFFECTIVE YEAR	DATE MO
22001	20105	747	96	07	22091	20191	11715	96	07
22002	20106	1240	96	07	22092	20192	1	96	07
22010	20107	146	96	07	22093	20149	1	96	07
22010	20147	10	96	07	22094	20193	1	96	07
22010	20148	20	96	07	22096	20195	1757	96	07
22011	20146	547	96	07	22110	20108	2395	96	07
22011	20147	6011	96	07	22110	20109	10007	96	07
22011	20148	104	96	07	22110	20180	1557	96	07
22012	20135	976	96	07	22111	20110	750	96	07
22013	20136	377	96	07	22111	20110	13253	96	07
22014	20137	554	96	07	22111	20111	7851	96	07
22016	20138	408	96	07	22111	20112	5140	96	07
22017	20139	177	96	07	22111	20113	584	96	07
22018	20143	582	96	07	22115	20115	1453	96	07
22019	20119	1442	96	07	22115	20116	695	96	07
22020	20120	10385	96	07	22117	20117	455	96	07
22020	20121	9313	96	07	22117	20118	1828	96	07
22020	20122	1698	96	07	22123	20181	2130	96	07
22020	22030	100	96	07	22123	20182	484	96	07
22021	20151	6260	96	07	22123	20187	110	96	07
22021	20152	372	96	07	22128	20128	184	96	07
22022	20153	1490	96	07	22129	20129	199	96	07
22024	20124	4484	96	07	22130	20130	96	96	07
22025	20144	405	96	07	22131	20131	136	96	07
22065	20155	2708	96	07	22132	20132	1854	96	07
22065	20156	630	96	07	22132	20134	1116	96	07
22065	20187	675	96	07	22140	20140	110	96	07
22068	20158	822	96	07	22141	20141	561	96	07
22068	20159	715	96	07	22141	20142	579	96	07
22069	20168	934	96	07	22171	20198	829	96	07
22069	20169	1659	96	07	22176	20184	122	96	07
22070	20170	12604	96	07	22176	20185	562	96	07
22070	20172	1804	96	07	22186	20186	5204	96	07
22070	20194	360	96	07	22186	20187	2557	96	07
22071	20171	8898	96	07	22186	20188	1453	96	07
22071	20191	430	96	07	22190	20197	486	96	07
22075	20175	6262	96	07	45342	45327	8	96	06
22075	20176	4577	96	07	60047	60010	29	96	03
22075	20177	1738	96	07	60099	60083	100	96	03
22075	20196	1	96	07	60148	60181	5	96	01
22078	20178	955	96	07	60188	60137	92	96	01
22080	20160	128	96	07	75502	71854	423	96	01
22090	20190	7147	96	07					
22090	20194	4515	96	07					

## Renumbered Post Office Boxes

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This file lists post office boxes that have been renumbered. The old range is the range of PO Box addresses prior to renumbering, and the new range is the range after renumbering. If the numbering change coincided with a ZIP Code change, the newly assigned ZIP Code appears in the New ZIP column. The Continuity column indicates whether the renumbering was accomplished only by changing or adding leading characters. If that was the case, Y appears in the Continuity column.

OLD ZIP	NEW ZIP	OLD RANGE		NEW RANGE		CONTINUITY
		LOW	HIGH	LOW	HIGH	
00773	00773	6001	6010	60001	60010	Y
01915	01915	5210	5470	5190	5460	N
02832	02832	1300	1305	1600	1605	Y
00121	10021	811	990	781	960	Y
11703	11703	8000	8005	9000	9005	Y
11704	11704	7000	7005	9000	9005	Y
11954	11954	688	700	608	720	N
19462	19462	4500	5000	5000	5500	Y
31332	31332	1	58	1001	1058	Y
36083	36083	1	732	830001	830732	Y
48021	48021	218001	218108	8001	8108	Y
54016	54016	5000	5182	1000	1182	Y
72923	72923	1	840	23001	23840	Y
75083	75083	383914	384110	833914	834110	Y
81019	81019	1	836	19001	19836	Y
81523	81523	121	180	23121	23180	Y
82510	82510	112	818	9112	9818	Y
83112	83112	241	295	4241	4295	Y
83118	83118	61	147	5061	5147	Y

## ADDRESS CONVERSIONS

The following is a list of ZIP Codes within which all or some of the addresses have been changed due to local government action. The Postal Service has agreed to use these new addresses as mailing addresses. Should a mailer wish to obtain the new addresses for customers in the affected ZIP Codes, they may contact the respective delivery unit, the Address Management Systems office serving that area or any LACS licensee. We also recommend you review the information posted on the Rapid Information Bulletin Board System (RIBBS) via our toll free number, (800) 262-9541. This information can be found on RIBBS under the *Address Management Menu*, item 1—text files LACSZIP.TXT, LACSZCHG.TXT and LACSMGMT.TXT.

ZIP	ST	COUNTY	POST OFFICE	ST to Street	RR to Street	HC to Street	RR/HC Box Renumbering
02026	MA	Norfolk	Dedham	X			
10549	NY	Westchester	Mount Kisc		X		
10566	NY	Westchester	Peekskill		X		
10598	NY	Westchester	Yorktown H		X		
10975	NY	Orange	Southfields		X		
10987	NY	Orange	Tuxedo Par		X		
10998	NY	Orange	Westtown		X		
12446	NY	Ulster	Kerhonkson		X		
12484	NY	Ulster	Stone Ridge		X		
17002	PA	Mifflin	Allensville			X	
17004	PA	Mifflin	Belleville				X
17009	PA	Mifflin	Burnham	X			
17029	PA	Mifflin	Granville		X		
17044	PA	Mifflin	Lewistown		X		
17051	PA	Mifflin	McVeytown		X		
17060	PA	Mifflin	Mill Creek			X	
17063	PA	Mifflin	Milroy		X		
17066	PA	Mifflin	Mount Union		X		
17068	PA	Perry	New Bloomfield		X		
17084	PA	Mifflin	Reedsville		X		
17090	PA	Perry	Shermansdale		X		
17240	PA	Cumberland	Newburg		X		
17241	PA	Cumberland	Newville		X		
18058	PA	Carbon	Kunkletown		X		
18071	PA	Carbon	Palmerton		X		
28340	NC	Robeson	Fairmont		X		
28347	NC	Richmond	Hoffman		X		
28357	NC	Robeson	Lumber Bridge		X		
28383	NC	Robeson	Rowland		X		
28393	NC	Sampson	Turkey		X		
30062	GA	Cobb	Marietta	X			
30064	GA	Cobb	Marietta	X			
30114	GA	Cherokee	Canton	X			
30115	GA	Cherokee	Canton	X			
30139	GA	Gordon	Fairmount		X		
30143	GA	Pickens	Jasper		X		
30175	GA	Pickens	Talking Rock		X		
30188	GA	Cherokee	Woodstock	X			
30189	GA	Cherokee	Woodstock	X			
30204	GA	Lamar	Barnesville		X		
30206	GA	Pike	Concord		X		
30230	GA	Troup	Hogansvill	X	X		
30255	GA	Jasper	Mansfield		X		
30262	GA	Newton	Newborn		X		
30511	GA	Banks	Baldwin		X		
30512	GA	Union	Blairsville	X	X		

<b>ZIP</b>	<b>ST</b>	<b>COUNTY</b>	<b>POST OFFICE</b>	<b>ST to Street</b>	<b>RR to Street</b>	<b>HC to Street</b>	<b>RR/HC Box Renumbering</b>
30513	GA	Fannin	Blue Ridge		X		
30516	GA	Hart	Bowersville		X		
30521	GA	Franklin	Carnesville		X		
30528	GA	White	Cleveland		X		
30553	GA	Franklin	Lavonia	X	X		
30555	GA	Fannin	McCaysville		X		
30559	GA	Fannin	Mineral Bluff		X		
30560	GA	Fannin	Morganton		X		
30572	GA	Union	Suches		X		
30582	GA	Towns	Young Harris	X	X		
30635	GA	Elbert	Elberton	X	X		
30643	GA	Hart	Hartwell	X	X		
32751	FL	Orange	Maitland	X			
38221	TN	Benton	Big Sandy		X		
38226	TN	Weakley	Dukedom		X		
38241	TN	Weakley	Palmersville		X		
38333	TN	Benton	Eva		X		
38361	TN	Hardin	Morris Cha		X		
38582	TN	Putnam	Silver Point		X		
41010	KY	Grant	Corinth		X		
41015	KY	Kenton	Covington		X		
46171	IN	Putnam	Reelsville		X		
47408	IN	Monroe	Bloomington	X			
47427	IN	Owen	Coal City		X		
47438	IN	Greene	Jasonville		X		
47438	IN	Greene	Jasonville	X	X		
47452	IN	Orange	Orleans		X		
47454	IN	Orange	Paoli		X		
47528	IN	Knox	Edwardsport		X		
47561	IN	Knox	Oaktown		X		
47567	IN	Pike	Petersburg		X		
47598	IN	Pike	Winslow		X		
47802	IN	Vigo	Terre Haute		X		
47803	IN	Vigo	Terre Haute		X		
47833	IN	Clay	Bowling Green		X		
47834	IN	Clay	Brazil	X	X		
47837	IN	Clay	Carbon		X		
47838	IN	Sullivan	Carlisle		X		
47840	IN	Clay	Centerpoint		X		
47841	IN	Clay	Clay City		X		
47846	IN	Clay	Cory		X		
47848	IN	Sullivan	Dugger		X		
47849	IN	Sullivan	Fairbanks		X		
47850	IN	Sullivan	Farmersburg		X		
47856	IN	Parke	Judson		X		
47858	IN	Vigo	Lewis		X		
47866	IN	Vigo	Pimento		X		
47868	IN	Clay	Poland		X		
47874	IN	Parke	Rosedale		X		
47879	IN	Sullivan	Shelburn		X		
47882	IN	Sullivan	Sullivan	X	X		
72063	AR	Conway	Hattiesville		X		
72110	AR	Conway	Morrilton		X		
72156	AR	Conway	Solgohachia		X		
72327	AR	Crittenden	Crawfordsville		X		



<b>ZIP</b>	<b>ST</b>	<b>COUNTY</b>	<b>POST OFFICE</b>	<b>ST to Street</b>	<b>RR to Street</b>	<b>HC to Street</b>	<b>RR/HC Box Renumbering</b>
72331	AR	Crittenden	Earle		X		
72364	AR	Crittenden	Marion	X	X		
72376	AR	Crittenden	Proctor		X		
72384	AR	Crittenden	Turrell		X		
72386	AR	Poinsett	Tyronza		X		
74344	OK	Delaware	Grove		X		
75007	TX	Denton	Carrollton	X	X		
75009	TX	Collin	Celina	X	X		
75010	TX	Denton	Carrollton	X	X		
75028	TX	Denton	Lewisville	X	X		
75052	TX	Dallas	Grand Prairie	X	X		
75056	TX	Denton	Lewisville	X	X		
75065	TX	Denton	Lake Dalla	X	X		
75067	TX	Denton	Lewisville	X	X		
75068	TX	Denton	Little Elm	X	X		
75078	TX	Collin	Prosper	X	X		
75093	TX	Collin	Plano	X	X		
75110	TX	Navarro	Corsicana	X	X		
75114	TX	Kaufman	Crandall	X	X		
75124	TX	Henderson	Eustace	X	X		
75126	TX	Kaufman	Forney	X	X		
75142	TX	Kaufman	Kaufman	X	X		
75143	TX	Henderson	Kemp	X	X		
75147	TX	Kaufman	Mabank	X	X		
75148	TX	Henderson	Malakoff	X	X		
75159	TX	Dallas	Seagoville	X	X		
75160	TX	Kaufman	Terrell	X	X		
75252	TX	Dallas	Dallas	X	X		
75287	TX	Dallas	Dallas	X	X		
75409	TX	Collin	Anna	X	X		
75454	TX	Collin	Melissa	X	X		
75474	TX	Hunt	Quinlan	X	X		
75647	TX	Gregg	Gladewater	X	X		
75662	TX	Gregg	Kilgore	X	X		
75684	TX	Rusk	Overton	X	X		
75701	TX	Smith	Tyler	X	X		
75703	TX	Smith	Tyler	X	X		
75704	TX	Smith	Tyler	X	X		
75705	TX	Smith	Tyler	X	X		
75706	TX	Smith	Tyler	X	X		
75707	TX	Smith	Tyler	X	X		
75708	TX	Smith	Tyler	X	X		
75709	TX	Smith	Tyler	X	X		
75750	TX	Smith	Arp	X	X		
75757	TX	Smith	Bullard	X	X		
75760	TX	Nacogdoches	Cushing	X	X		
75762	TX	Smith	Flint	X	X		
75770	TX	Henderson	Larue	X	X		
75771	TX	Smith	Lindale	X	X		
75773	TX	Wood	Mineola	X	X		
75789	TX	Smith	Troup	X	X		
75790	TX	Van Zandt	Van	X	X		
75791	TX	Smith	Whitehouse	X	X		
75792	TX	Smith	Winona	X	X		
75946	TX	Nacogdoches	Garrison	X	X		





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